

U.S. Embassy Youth Advisory Council

Request for Proposals

February 2012

Background

The U.S. Embassy in Nepal created the Youth Advisory Council in 2011 in order to interact directly with Nepal's youth about the issues that concern them. The Council consists of 70 Nepalis under the age of 30 from all regions of Nepal and representing various backgrounds, castes, religions, and professions.

The Council has two primary objectives: 1) to inform the Embassy about the challenges young Nepalis face and what can be done to address them, and 2) to encourage participation by Council members in their communities and the larger civil society.

The Council launched with a national conference in Kathmandu in May 2011. Over the following summer, Council members organized regional meetings in Birgunj, Dhangadi, Kathmandu, and Biratnagar. A second national conference occurred in November. At both national conferences, the Ambassador and Embassy officers observed small-group sessions and the Council presented a summary of the group discussions to them.

At the conclusion of 2011 the Council (represented by a 9-member sub-committee) proposed nine civic engagement projects, based on guidelines provided by the Embassy. The Embassy selected five projects that meet the principle objectives of the Youth Advisory Council. With Embassy funding and oversight, Council members will implement the projects in 2012.

Program Description and Requirements

The U.S. Embassy seeks proposals that will build upon the foundation of the Youth Advisory Council and broaden the Council's activities in 2012. Successful proposals will include the following elements in their project narrative:

- At least two national conferences where Council members and Embassy officers are able to share ideas about issues that affect Nepali youth and, more importantly, recommend steps to address them.
- Other mechanisms for ongoing interaction and networking among Council members (many of whom live in remote areas and do not have regular access to the Internet), and between the Council, the Ambassador, and the Embassy.
- Activities that encourage Council members to be active in their local communities, spread awareness of political issues among youth, and expand youth involvement in civil society.
- Recommendations for ways the Embassy can increase its use of the Council and engagement with its members.
- The establishment of an alumni group for former Council members.

Application Procedures and Deadline

For proposals to be considered, they must include the following information on the organization's letterhead:

- Organization contact information
- DUNS number
- Background of organization and leaders
- Project narrative
- Budget
- Timeline of project milestones

Proposals should be submitted via email **no later than March 9, 2012** to KathmanduMedia@state.gov with the subject, "Youth Advisory Council Proposal."

Selection Process

The U.S. Embassy will review all proposals submitted by the deadline. If additional information is required, the U.S. Embassy may contact organizations after the deadline. The U.S. Embassy will make a final selection by March 23 and will inform the selected organization by March 27.

Eligibility

Any non-governmental organization may submit a proposal. Cost-sharing or matching is encouraged but is not required.

In order to receive funding from the U.S. Embassy an organization must have a Data Universal Numbering System (DUNS) number. Detailed instructions on how to obtain a DUNS number at no cost is available at <http://fedgov.dnb.com/webform>.

Reporting Requirements

The selected organization is required to submit a final report at the conclusion of the project; intermediate reports may also be required as agreed upon by the U.S. Embassy and the selected organization. Additionally, the organization must submit financial records to the U.S. Embassy to close out the project.